

SUBCHAPTER C—CONTRACTING METHODS AND CONTRACT TYPES

PART 1513—SMALL PURCHASES AND OTHER SIMPLIFIED PURCHASE PROCEDURES

Subpart 1513.1—General

Sec.

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AUTHORITY: Sec. 205(c), 63 Stat. 390, as amended, 40 U.S.C. 486(c).

SOURCE: 49 FR 8842, Mar. 8, 1984, unless otherwise noted.

Subpart 1513.1—General

1513.106 Competition and price reasonableness.

Solicitation mailing lists shall be established and maintained by the three major contracting offices: Headquarters in Washington, DC, Cincinnati, and Research Triangle Park. Contracting personnel at regional and laboratory locations are authorized to use the lists maintained by any of these offices (see 1514.205-1).

1513.170 Competition exceptions and justification for sole source small purchase acquisitions.

1513.170-1 Contents of sole source justifications.

The program office submitting the procurement request must submit, as a separate attachment, a brief written

statement in support of any sole source acquisition. The statement must cite one or more of the circumstances in FAR 6.302, and the necessary facts to support each circumstance. Although program offices may not cite the authority in FAR 6.302-7, the public interest may be used as a basis to support a sole source acquisition. If the acquisition has been synopsisized as a notice of proposed sole source acquisition, the statement must include the results of the evaluation of responses to the synopsis. (See 1505.270 for contents of a synopsis of a proposed sole source acquisition).

[50 FR 14359, Apr. 11, 1985]

1513.170-2 Approval.

The Contracting Officer is the approving official for all sole source acquisitions processed using small purchase procedures.

[50 FR 14359, Apr. 11, 1985]

1513.170-3 Exceptions.

A written justification is not required for the following types of acquisitions: (a) Acquisitions under mandatory Federal Supply Schedule or mandatory ADP and TSP schedules; and (b) acquisitions required by statute to be obtained from a specific source, such as the National Industries for the Blind or Other Severely Handicapped or Federal Prison Industries.

[50 FR 14359, Apr. 11, 1985]

Subpart 1513.4—Imprest Fund

1513.404 Conditions for use.

Imprest funds may be used for small purchases when the transaction does not exceed \$500 (\$750 under emergency conditions).

[55 FR 48623, Nov. 21, 1990]

Subpart 1513.5—Purchase Orders**1513.505 Purchase order and related forms.****1513.505-2 Agency order forms in lieu of Optional Forms 347 and 348.**

Contracting Officers may use the EPA Form 1900-8, Procurement Request/Order, in lieu of Optional Forms 347 and 348 for individual purchases prepared in accordance with the instructions printed on the reverse thereof (see 1553.213-70).

1513.507 Clauses.

(a) It is the general policy of the Environmental Protection Agency that Contractor or vendor prescribed leases or maintenance agreements for equipment shall not be executed.

(b) The Contracting Officer shall, where appropriate, insert the clause at 1552.213-70, Notice to Suppliers of Equipment, in orders for purchases or leases of automatic data processing equipment, word processing, and similar types of commercially available equipment for which vendors, as a matter of routine commercial practice, have developed their own leases and/or customer service maintenance agreements.

1513.570 Oral purchase orders.

(a) Except as noted in paragraph (c) of this section, Contracting Officers should issue oral purchase orders for supplies or services for competitive acquisitions whose estimated value is \$25,000 or less. Oral orders reduce procurement leadtime and costs associated with processing purchase orders; therefore, files must be documented to substantiate why an oral order was not used if the following conditions are present:

- (1) Supplies or services are readily available.
- (2) Specifications are not detailed and terms are not complex.
- (3) The vendor will accept an oral order and does not require written confirmation of the order.

(b) When an oral order is placed the Contracting Officer shall document the file to include the following:

- (1) An abstract of offers (for competitive acquisitions);

(2) Adequate sole source justification (for noncompetitive requirements);

(3) The date the order was placed;

(4) The purchase order number;

(5) The vendor's name, address and phone number;

(6) The procurement amount;

(7) Delivery and discount terms;

(8) A record showing that the vendor was advised of all applicable FAR and EPAAR clauses.

(9) A record showing that one copy of the purchase order was distributed to the originator, the commitment clerk, the servicing finance office and the shipping/receiving officer.

(c) Oral purchase orders shall not be used for—

(1) Acquisitions for construction over \$2,000.

(2) Acquisitions for services over \$2,500 which are subject to the Service Contract Act.

[56 FR 32518, July 17, 1991, as amended at 60 FR 21993, May 4, 1995]

PART 1514—SEALED BIDDING

Sec.

1514.000 Scope of part.

Subpart 1514.2—Solicitation of Bids

1514.201 Preparation of invitations for bids.

1514.201-6 Solicitation provisions.

1514.201-7 Contract clauses.

1514.205 Solicitation mailing lists.

1514.205-5 Release of solicitation mailing lists.

Subpart 1514.4—Opening of Bids and Award of Contract

1514.404 Rejection of bids.

1514.406 Mistakes in bids.

AUTHORITY: Sec. 205(c), 63 Stat. 390, as amended, 40 U.S.C. 486(c).

SOURCE: 49 FR 8843, Mar. 8, 1984, unless otherwise noted.

1514.000 Scope of part.

This part implements and supplements FAR part 14 by providing additional guidance regarding the development of lists of qualified bidders, including small and disadvantaged business sources, and by requiring additional information from bidders that will be used in evaluating bids for award.